

LIAISON MEMORANDUM NUMBER 08-07

To: Agency Liaison Officers

From: Cindy Rougeou
Executive Director

RE: SOLARIS Employer Self-Service

Date: March 18, 2008

The Louisiana State Employees' Retirement System (LASERS) is proud to announce the implementation of the next phase of our new pension administration system, known as the State of Louisiana Retirement Information System (SOLARIS). As with any major system change, there will be a period of transition for LASERS and the agencies we serve.

LASERS will be distributing the SOLARIS Employer Self-Service (ESS) USERIDs and Passwords later this week. Each Agency Liaison will receive one ID and Password. Until you receive this information, please continue to process all LASERS Enrollments and Address and Name Changes by using the appropriate LASERS forms.

Larger agencies may find the need for additional IDs and Passwords. All requests for additional IDs and Passwords must be made by your agency's LASERS Liaison or Appointing Authority. These requests must be made through the Ask LASERS e-mail address (ASKLASERS@lasersonline.org).

As you may know, LASERS is working to provide an interface with ISIS to allow an ISIS PAID employee to be enrolled through the interface. This interface will also provide many demographic updates for LASERS members. We have successfully run this interface in our "test" environment for several weeks, but have not yet completed testing in the "production" environment.

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We ask all ISIS PAID agencies to allow LASERS to run both the ESS Enrollment and Maintenance (or paper forms) concurrently with the interface in our “production” environment which will allow us to verify that the new SOLARIS ESS application is working as designed. Once the verification process is complete, LASERS will notify you that the interface is functioning as planned. This test period is expected to last approximately six weeks and you will be notified once testing is complete.

LASERS would like to thank you for your patience during this transition and to thank all those who attended training and provided feedback. We will keep you posted of coming releases of new features and further enhancements as they become available.